



MEMORANDUM

DATE: April 16, 2007

TO: Department Directors
Equal Employment Opportunity Officers
Personnel Officers

FROM: State Personnel Board
Merit Employment and Technical Resources Division

SUBJECT: 2007- 08 STATE WORKFORCE ANALYSIS, AND EMPLOYMENT GOALS FOR PERSONS WITH DISABILITIES AND UPWARD MOBILITY

Each year state agencies and departments are required to conduct an analysis of their workforce, per Government Code Section 19797, as one element in evaluating the extent to which equal employment opportunity and non-discriminatory employment practices are appropriately implemented. This memorandum provides information to state departments and agencies regarding the annual workforce analysis and the employment goal-setting process.

To assist state departments with the workforce analysis and goal-setting process, we have scheduled three, half-day training sessions for departmental staff. These classes are offered at no cost to departments and will be held on May 7, 2007 (1:00 - 4:00 p.m.) and May 8, 2007 (either 9:00 a.m. - Noon or 1:00 - 4:00 p.m.) at the SPB, 801 Capitol Mall, Room 312, Sacramento. **Departmental staff need only attend one of these three sessions.** Also, participants must register for the training by completing the attached registration form (Attachment 1) and faxing it to Kathy Martinez, Office of Civil Rights, at (916) 651-9016 **by May 1, 2007.**

Workforce Analysis by Racial/Ethnic and Gender Groups

Where statistically significant underutilization of any racial/ethnic or gender group is found, departments must determine the cause. If the cause is an unlawful non-job-related employment barrier, the department must develop and submit to the SPB an action plan for eliminating the barrier. The results of the departmental workforce analysis, indicating underutilization of racial/ethnic and gender groups, must be submitted to the SPB on a *Summary of Departmental Workforce Analysis* (SPB Form AAP02). Action to eliminate unlawful barriers should be completed as soon as possible to avoid possible discrimination complaints or lawsuits.

Data is available for making state workforce data comparisons with 2000 Census relevant occupational labor force information and must be compared to March 31, 2007 state workforce data. To provide state agencies and departments with detailed instructions for completing the required work, the SPB utilizes its *Guidelines for Conducting the Annual Analysis of the State Workforce*. This information will be reviewed in the SPB training class. Each participant will receive a copy of the updated guidelines and it will also be available on the SPB website.

As in the past, the SPB will produce utilization reports for each department's occupational groups with 30 or more employees in appropriate geographical areas. This relieves departments of having to spend a great deal of time making workforce data comparisons. Prior to having access to the utilization reports, departments must provide a means to purchase the reports. If departments have included money within Attachment K of the Consolidated Services Contract, the charges will be billed against the contract. If departments do not have money within the Consolidated Services Contract to pay for these services, a Purchase Order or Cal Card can be used. If departments have paid for the utilization reports, the reports will be available at the SPB website at <http://www.spb.ca.gov/civilrights/wfapickdept.cfm>. Attached is a listing of annual fees for each department. Departments that have money within the Consolidated Services contract are noted on the listing and therefore charges will be billed against the contract. If you have any questions regarding billing, please contact Victor Mendoza at (916) 653-6234.

Employment Goals for Persons with Disabilities

Government Code Section 19232 requires all departments and state agencies that are underrepresented (less than 13.3 percent) in the employment of persons with disabilities, in comparison to the California Labor Force, to annually establish an employment goal for persons with disabilities and a timetable for goal achievement. Relevant occupational labor force data for persons with disabilities is not available; therefore, one overall departmental goal must be set based on general labor force information. Detailed instructions for establishing a departmental employment goal are contained in the SPB's *Guidelines for Conducting the Annual Analysis of the State Workforce*.

Based on the 2000 Census, California labor force representation for persons with disabilities is 16.6 percent. Departments are to apply the new labor force figure to their employee representation for persons with disabilities as of March 31, 2007. Departments may obtain updated information on employees with disabilities from the SPB by using the SPB web site request process. The departmental goal should be reported to the SPB and include a summary of last year's efforts to improve representation, a list of planned activities in the upcoming year, and a reasonable timetable for achieving parity. A planned resurvey of departmental employees to determine disability status may also be included in the report. Also, if a department is unable to establish an employment goal for the year, an explanation is required.

Upward Mobility Goals

Government Code Section 19402 requires departments to annually establish upward mobility goals for employees in lower paying occupations. Upward mobility is achieved when an employee in a lower paying occupation is able to compete successfully in an examination for an entry technical, professional or administrative class and be appointed to a position. The Upward Mobility goal-setting process has been simplified and streamlined to create an equitable and consistent methodology for establishing Upward Mobility Goals. The Upward Mobility goal has been established to be 10 percent or more of the total anticipated appointments in the classifications identified for upward mobility. Although a numerical formula has been established, each department must still consider what goals are reasonable by considering its past history of upward mobility appointments, the number of anticipated upward mobility opportunities, and the availability of qualified upward mobility candidates.

Upward mobility goals should be submitted to the SPB on a *Summary of Upward Mobility Goals Report*, SPB Form AAP05. Departments must list all entry technical, professional, and administrative classes on the form that they believe will provide reasonable upward mobility opportunities. Not all classes listed will provide opportunities every year. If there is no opportunity this year, put a "0" in the goals column on the form and explain the situation in your cover memorandum. Do not list classes that have provided little or no opportunity for upward mobility.

Submission of Workforce Analysis to the SPB

The deadline for submitting to the SPB the results of the workforce analysis, employment goal for persons with disabilities, and upward mobility goals is **July 1, 2007**. Please send the requested information with a transmittal memorandum, signed by the department director or the director's designee. The memorandum should also contain a summary of accomplishments and efforts to eliminate employment discrimination and provide equal employment opportunity over the past year.

We appreciate your cooperation in completing this statutorily required work. Your efforts are very important to help ensure that the state is fully providing equal employment opportunity. If you have any questions, please contact Kathy Martinez at (916) 653-1161. She may also be reached by TDD/TTY at (916) 653-1498.

Karen Coffee
Chief

Attachments



REGISTRATION FORM Annual State Workforce Analysis TRAINING

PLEASE NOTE: Department-specific reports are available from the SPB website; you will **not** need to bring your reports with you for use during the training.

Please check preferred session:

- ☐ May 7, 2007 (1:00 p.m. – 4:00 p.m.)
- ☐ May 8, 2007 (9:00 a.m. – Noon)
- ☐ May 8, 2007 (1:00 p.m. – 4:00 p.m.)

Please complete the following information:

Name: _____

Department: _____

Phone Number: _____

E-Mail: _____

DEADLINE TO REGISTER: May 1, 2007 (Friday)

FAX COMPLETED FORM TO: State Personnel Board
Office of Civil Rights
Kathy Martinez
FAX: (916) 651-9016

Confirmation of your registration will be e-mailed by May 3, 2007.

If you have any questions, contact Kathy Martinez, Office of Civil Rights, at (916) 653-1161 or kmartinez@spb.ca.

List of Annual Fees

Department	2007/08 WFA Fee	Consolidated Services Contract
Aging, Department of	110.00	CT-0607-06
Agricultural Labor Rel Board	110.00	
Air Resources Board	440.00	
Alcohol & Drug Prog, Dept of	110.00	06-00111
Alcoholic Bev Control, Dept of	110.00	
Arts Council, CA	110.00	IA 06-002
Board of Control/ Victim Comp	110.00	VCGC6022
Boating & Waterways	110.00	03-402-001
Child Support Services	110.00	DCSS60005907
Coastal Comm, CA	110.00	CC-06-35
Coastal Conservancy, State	110.00	
Community Colleges	110.00	06-0359
Community Srcs & Dev	110.00	061-1882
Conservation Corps, CA	110.00	07-3231-0506
Conservation, Dept of	220.00	4006-512
Consumer Affairs, Dept of	660.00	182-0691-6
Controllers, State	440.00	
Corporations, Dept of	110.00	06-IA007
Corrections, Dept of	2,750.00	C06.312
Corrections, Board of	110.00	
Del Mar County Fair, 22nd Dist	110.00	
Developmental Svs, Dept	1,100.00	HD069013
CA Earthquake Authority	110.00	
Education, Dept of	440.00	CN066249
Electricity Oversight Board	110.00	
Emergency Services, Off of	110.00	6008-6
Employment Development Dept	1,100.00	M762388
Energy Resources Cons&Dev	110.00	200-06-004
Environmtl Hlth Hzrd Assmt	110.00	05-E0011
Equalization, Bd of	660.00	03-051
Exposition & State Fair, CA	110.00	15779
Fair Empl & Housing, Dept of	110.00	DFEHIA06-5000
Fair Political Practices Comm	110.00	
Finance, Dept of	110.00	DOF 0022-06
Financial Inst.	110.00	DFI-IA-02-06
Fish & Game, Dept of	440.00	P0690001
Food & Agriculture, Dept of	440.00	06-0219
Forestry & Fire Protection	880.00	9CA66656
Franchise Tax Board	880.00	C0600012
General Services, Dept of	660.00	3101941
Health Services, Dept of	1,100.00	06-55386
Highway Patrol, CA	660.00	6C038004
Horse Racing Board, CA	110.00	06C-008
Housing Finance Agency, CA	110.00	A03-003
Housing & Commty Dev	110.00	06-1-004
Industrial Relations, Dept of	660.00	50692022
Inspector General, Office of	110.00	
Insurance, Dept of	440.00	06009IA
Orange County Fair, 32nd Dist	110.00	
Integrated Waste Mgmt Bd	110.00	IWM06017
Justice, Dept of	880.00	06-3630

Legislative Counsel Bureau	220.00	
Library, CA State	110.00	L-2313
Department	2006/07 WFA Fee	Consolidated Services Contract
Lottery, CA St	220.00	11441
Managed Care	110.00	06MC-IA003
ManagedRisk Medical Insurance Prg	110.00	
Mental Health, Dept of	1,100.00	06-76197-000
Military, Dept of	110.00	
Motor Vehicles, Dept of	1,100.00	06-108
Parks & Rec, Dept of	660.00	C0611014
Peace Officer Stand & Training	110.00	60014204
Personnel Admin, Dept of	110.00	A0610007
Pesticide Regs, Dept of	110.00	
Prison Industry Authority	220.00	IA 9601.06003
Public Defender, State (SPO)	110.00	04-SA-1002
Public Employees' Ret System	440.00	2006-3971
Public Utilities Commission	220.00	06IA5604
Real Estate Appraiser, Office of	110.00	
Real Estate, Dept of	110.00	IA05-006
Rehabilitation, Dept of	110.00	26480
Science Center, CA	110.00	06-012
Secretary of State	110.00	06S21035
Social Services, Dept of	880.00	06-2039
State Audits, Bureau of	110.00	BSA-C022-2007
State Comp Insurance Fund	1,100.00	
State Lands Comm	110.00	C2006-06
Statewide Health Plan/Dev	110.00	06-7087
Technology Services, Department of	220.00	06E0672
Student Aid Comm, CA	110.00	
Teacher Credent, Comm on	110.00	STC06001
Teachers Ret Sys, St	220.00	2006-0775
Toxics Sub Control, Dept of	220.00	
Transportation, Dept of	1,650.00	22A0429
Treasurer, CA State	110.00	IA000004-06
Unemployment Ins Appeals Bd	220.00	M06-05AB
Veterans Affairs, Dept of	440.00	26GA0004
Water Resources, Dept of	660.00	4600007426
Water Resrces Cont Bd	440.00	06-067-600-0